

Enrollment Instructions for National Healthcare Surveillance Network (NHSN)

Because NHSN is used to collect data by CMS and because Texas HAI data may also be collected through NHSN, DSHS is providing the following support to facilities who wish to enroll in NHSN to become familiar with navigating the system and the data entry requirements. The enrollment process consists of an online agreement and several email prompts from NHSN in order to obtain your digital certificate. We suggest your facility may want to enroll soon to allow for familiarity with navigating the system and the data entry requirements.

You can access the Enrollment Requirements at <http://www.cdc.gov/nhsn/enrollment/index.html>.

Follow the enrollment instructions described in the Facility Administrator's Enrollment Guide or Enrollment training slides at: http://www.cdc.gov/nhsn/PDFs/slides/NHSN_Enrollment.pdf

Go through Enrollment steps using the Facility Administrator Enrollment Guide:
<http://www.cdc.gov/nhsn/PDFs/FacilityAdminEnrollmentGuideCurrent.pdf>



TEXAS SPECIFIC INSTRUCTIONS: Although the CDC/NHSN allows for the use of an AHA number for enrollment purposes, for Healthcare-Associated Infections reporting in Texas, you will need to use your CMS Certification Number (CCN) – NOT AHA number – for NHSN enrollment. If multiple facilities share a CMS Certification Number (CCN) each facility should enroll separately in NHSN using the same CCN during the enrollment process. If the facilities have issues using the same CCN during enrollment, then they may request an NHSN enrollment number to complete the enrollment process for their additional facilities. An enrollment number may be obtained upon request from nhsn@cdc.gov. Facilities that participate in the CMS Hospital Inpatient Quality Reporting Program and who did not use their CCN when they enrolled in NHSN will be required to enter or edit their CCN on the Facility Information screen within the NHSN application (this capability will be available in early 2011). NHSN will aggregate facility data by CCN (combining the data of NHSN facilities that share a CCN) before it is shared with CMS for reporting and payment purposes.